

REIMBURSEMENT REQUEST

REQUIRED DOCUMENTS for Local Education Agencies (LEA)



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All Claims will require a Payment of Funds Request Form (Claim Summary):

- ✓ This document includes a summary of total cost per LEA cost category being claimed by the Applicant, in addition to a signature block section
- ✓ To download the template, click here: <https://grants.tdem.texas.gov/site/Forms.cfm>
 - Scroll to the "Coronavirus Relief Fund (CRF) Forms" section.
 - Click on the "Payment of Funds Request Form (LEA Awards Only)" link.
 - The template will automatically download.

LABOR COSTS

A. Staff or Faculty Dedicated to Developing Distance Learning Capabilities

- ✓ Claim Summary (referenced above)
- ✓ Payroll Policy
- ✓ Payroll Register
- ✓ Employee roster detailing employees' titles and departments
 - *Should include the employees' pay rate and fringe benefit rate*
- ✓ Documentation detailing the specific tasks performed to develop distance learning capabilities in response to COVID-19
 - *i.e. Timesheet with details of tasks, duties, or responsibilities*
 - *If a timesheet lacks this information, a separate supplementary list can be assembled and included*

EQUIPMENT COSTS

A. Equipment Usage Dedicated to Developing Distance Learning Capabilities

- ✓ Claim Summary (referenced above)
- ✓ Equipment log detailing the hours and associated rate that matches the claim
 - *This can be based on hours or mileage*
- ✓ Documentation supporting the applicant's ownership of the equipment
- ✓ Documentation detailing the specific task performed to develop distance learning capabilities in response to COVID-19

MATERIALS

A. Claim Summary (referenced above)

B. Invoice or receipt for each expense claimed and the related purchase order, if applicable

C. Proof of payment for each expense claimed

- ✓ Either a cancelled check or bank statement (if paid electronically)

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CONTRACT COSTS AND RENTALS

- A. Claim Summary (referenced above)**
- B. Finalized contract signed and agreed to by both parties, as well as supporting schedules and any subsequent contract modifications**
- C. Invoice or receipt for each expense claimed**
- D. Proof of payment for each expense claimed**
 - ✓ Either a cancelled check or bank statement (if paid electronically)